

University of British Columbia RECORDS RETENTION SCHEDULE AND DISPOSAL AUTHORITY	Schedule No.: 006-01
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This is a recommendation to (check one): X -- Establish retention/disposal schedule	Series Title: Academic Records (SIS) <hr/> Office of Primary Responsibility (OPR): Registrar's Office
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Purpose and Description of Records:

These records are stored on the Student Information System (SIS) computer database, and comprise the University's official, permanent academic record of every student who has attended the University since 1967. They are used by University staff to monitor students' academic progress while they attend the University, and they provide data from which official transcripts are produced.

Each SIS entry contains the student's Permanent Academic Record, which includes the student's name (and previous names, if any); student number; date of birth; sex; social insurance number; most recent address; citizenship; previous degrees from other institutions; basis of admission to current program; sessions attended; transfer credits; record of courses, grades, and credits; awards information; sessional evaluation notes; degrees conferred; and disciplinary notices. Additional information includes (but is not necessarily limited to) the record of fees assessed and payments made; registration eligibilities and activity log; and advising comments and notes.

The database is accessible on-line to other University academic offices, in order to monitor the academic progress of students in their programs. However, the records cannot be altered except by staff who have received authorization from their Dean of Faculty or School Director; such authorization in turn is approved by the Registrar's Office.

Students originally registered before 1967, and who have returned to the University since then, have their old records "back-coded" from their old records on to SIS (see Schedule 006-05, "Student Record Cards").

Personal Information Bank? X -- Yes	Vital Record? X -- Yes	Retained by: X -- Academic Year
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Retention Period (Years): Office -- Records Centre / Storage -- Total -- Permanent	Final Disposition: X -- N/A
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Retention Instructions:

Information on SIS that is listed in the "Registrar's Office Student Record Retention Policy" as being part of the Permanent Academic Record is retained permanently on SIS. The only exception to this are entries for individuals accepted by the University but who opt not to attend; those records are purged from SIS after one year. Disciplinary notices, although considered part of the Permanent Academic Record, may be expunged from a student's record after graduation upon successful appeal to the President's Office.

Appraisal Rationale:

The retention policies outlined on this form are in accord with the policy statement entitled "Registrar's Office Student Record Retention Policy", adopted January 1992.

These are vital records due to the fact that they represent the central purpose of the University's existence: the provision of post-secondary education. SIS records are the primary evidence of any given student's academic achievements at the University.

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